

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

SUBJECT : General - Detailed Military Personnel

Specific- Procedure for the Reimbursement to the Armed
Services for Agency Detailed Military Personnel

RECISION : Office of Finance Instruction No. 73, Revised, dated 24 May 1961

1. PURPOSE

The purpose of this Instruction is to outline the procedure of the Office of Finance, and the related requirements of the Office of Personnel and the Office of Computer Services, to effect financial reimbursement to the Armed Services for military personnel detailed to the Agency.

2. PROCEDURE

a. Office of Personnel

(1) Mobilization and Military Personnel Division (OP/MMPD) shall:

- (a) Deliver all personnel actions affecting detailed military personnel, dated on or before the 25th day of the current month, to Records and Control Division, Office of Personnel, not later than close of business on the 25th day of each month or the first duty day thereafter when the 25th day is a non-duty day.
- (b) Forward, on the first work day of each month to the Accounts Division, Office of Finance, a numerical summarization of the previous month's detailed military strength, as of the close of business on the 25th day of that month, for which financial reimbursement is due the Armed Services. Agency Form 1649, Military Strength Accounting Ledger will be utilized for this purpose.
- (c) Reconcile by service, the numbers of detailed military personnel reflected on the 120 F Monthly Tabulation: Military Reimbursement Amounts, by FAN, by Service, to the totals reported on the Military Strength Accounting Ledgers as of the 25th day of each month:

S-E-C-R-E-T

GROUP 1 Excluded from automatic downgrading and declassification

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

- (d) Forward two copies monthly, of the reconciled 120 F Tabulation, certified correct by the Chief, Mobilization and Military Personnel Division to the Accounts Division, Office of Finance.

(2) Records and Control Division (OP/RCD) shall:

- (a) Deliver all personnel actions affecting detailed military personnel, within one work day from the day received from the Mobilization and Military Personnel Division, to the Office of Computer Services.
- (b) Forward two copies of the following monthly and quarterly machine listings and tabulations prepared by the Office of Computer Services to:

1. Accounts Division, Office of Finance.

- a. 120 C Monthly Listing: Military Detail Personnel Status Report, by Alpha, by Rank, by Service, by FAN, by Office.
- b. 120 H Quarterly Tabulation: Military Detail Personnel, by Grade, by Service.
- c. 120 I Quarterly Tabulation: Military Detail Personnel, by FAN, by Service.

2. Mobilization and Military Personnel Division, Office of Personnel.

- a. 120 F Monthly Tabulation: Military Reimbursement Amounts, by FAN, by Service.

b. Office of Computer Services

(1) Management Support Division (MSD/OCS) shall:

- (a) Prepare and distribute, in accordance with the following instructions, monthly and quarterly machine listings and tabulations relating to military personnel on detail to the Agency:

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

1. Process into the computer systems all personnel actions received from the Records and Control Division, Office of Personnel, affecting detailed military personnel dated through the 25th day of the current month.
2. Prepare the following listings and tabulations, in triplicate, as of the 25th day of the current month.
 - a. 120 C Monthly Listing: Military Detail Personnel Status Report. Listing by Alpha, by Grade, by Service, by FAN, by Office, shall reflect columnar information as follows:

- (1) Employee Number
- (2) Name
- (3) Year of Birth
- (4) Sex
- (5) Type Employee Code
- (6) Occupational Title
- (7) Component Designation
- (8) Location Code



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- (9) Military Service Code
 - (a) M1 - Army
 - (b) M2 - Navy
 - (c) M3 - Marines
 - (d) M4 - Air Force
- (10) Military Grade
- (11) Date of Grade
- (12) Service Designation
- (13) Position Number
- (14) Type/Date of Last Personnel Action
- (15) FAN
- (16) Reimbursement Amount

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

Totals shall represent the number of detailed military personnel and the respective reimbursement amounts -

- (*) By service (within each FAN),
- (**) by FAN (all services combined) and
- (***) by office.

- b. 120 F Monthly Tabulation: Military Reimbursement Amounts, by FAN, by Service. Tabulation, by FAN will show the number of detailed military personnel and the respective reimbursement amounts, by service.
- c. 120 H Quarterly Tabulation: Military Detail Personnel, by Grade, by Service. Tabulation will show the number of detailed military personnel and the respective reimbursement amounts by military grade, by service, for calendar year quarters ending 25 March, 25 June, 25 September and 25 December.
- d. 120 I Quarterly Tabulation: Military Detail Personnel by FAN, by Service. Tabulation will show the number of detailed military personnel and the respective reimbursement amounts by FAN, by service, for calendar year quarters ending 25 March, 25 June, 25 September and 25 December.

- 3. Deliver the monthly and quarterly listings, in triplicate, to Records and Control Division, Office of Personnel.

c. Office of Finance

(1) Assistant Director of Finance shall:

- (a) Determine at the start of each fiscal year in coordination with DOD representatives, the rates of reimbursement by military grade, for military personnel on detail to the Agency.

S-E-C-R-E-T

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

- (b) Notify, by memorandum, the applicable operating components; Records and Control Division, Office of Personnel; and Management Support Division, Office of Computer Services; the military reimbursement rates referred to in sub-paragraph (a) above, as soon as this information is available.
 - (c) Forward to the military services, quarterly checks received from the Monetary Division representing the financial reimbursement for the military personnel on detail to the Agency.
- (2) Accounts Division shall:
- (a) Distribute each month to the Agency Budget and Fiscal Officers, applicable portions of the following listing received monthly, in duplicate, from the Records and Control Division, Office of Personnel:
 - 1. 120 C Monthly Listing: Military Detail Personnel Status Report, by Alpha, by Grade, by Service, by FAN, by Office.
 - (b) Compare, by service, the numbers of detailed military personnel reflected on the 120 F Monthly Tabulation: Military Reimbursement Amounts, by FAN, by Service, received in duplicate from and certified correct by the Mobilization and Military Personnel Division, Office of Personnel, to the totals reported by that office on the Military Strength Accounting Ledger as of the 25th day of each month. (Discrepancies shall be referred to OP/MMPD for corrective action.)
 - (c) Reconcile by service, the numbers of detailed military personnel and the reimbursement amounts, reflected on the following quarterly tabulations received in duplicate from Records and Control Division, Office of Personnel, to the three applicable "120 F" monthly listings:
 - 1. 120 H Quarterly Tabulation: Military Detail Personnel, by Grade, by Service.
 - 2. 120 I Quarterly Tabulation: Military Detail Personnel, by FAN, by Service.

S-E-C-R-E-T

OFFICE OF FINANCE INSTRUCTION NO. 73, REVISED 20 December 1967

(d) Process the following financial documents to effect quarterly reimbursement to each armed service:

1. SF 1080, Voucher for Transfers between Appropriations and Accounts. A Form 1080 shall be prepared for each armed service in the respective amounts reflected on the "120 H" quarterly tabulations. The applicable portions of the tabulations shall be attached in support of each Form 1080.
2. SF 1166, Voucher and Schedule of Payments. An SF 1166 shall be prepared in the amounts reflected by the supporting SF 1080 vouchers and shall be forwarded to the Monetary Division for payment by U. S. Treasury check to each armed service due reimbursement. The SF 1166 shall contain instructions for the Monetary Division to forward such checks to the Assistant Director of Finance.


3. Posting Vouchers

Prepare separate posting vouchers in the total amounts of expenditures for vouchered and confidential funds, respectively; as reflected on the "120 I" quarterly tabulations, which shall be attached to the posting voucher recording confidential funds expenditures; such voucher number shall be cross referenced on the posting voucher recording vouchered funds expenditures. The respective funds amounts, denoting quarterly reimbursement due each armed service, shall be recorded as wash entries on each voucher to account Advances to Other U. S. Government Agencies.

3. EFFECTIVE DATE

The procedure set forth in this Instruction will be effective 1 December 1967.

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/ R. H. FUCHS
Director of Finance